



# New Hampshire Real Estate Appraiser Board

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State House Annex \* Room 426 \* 25 Capitol Street \* Concord, NH 03301-6312 \* (603) 271-6186

Things an appraiser should know when preparing to renew a license.

- Continuing education credit is granted for courses that are approved by this Board.
- Courses submitted for continuing education credit hours that have not been approved by the Board will not be counted.
- For license renewal, it is the licensee's responsibility to compile the required continuing education hours by attending approved courses and to submit a properly completed renewal application.
- Applications that are found to be incomplete will be returned for correction.

Beginning 1 January 2003, when renewing, an appraiser must have completed  
7 hours of USPAP given by an AQB qualified instructor,  
every two years.



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## APPLICATION FOR REAL ESTATE APPRAISER LICENSE OR CERTIFICATE

- PLEASE PRINT OR TYPE
- SIGN AND DATE THE APPLICATION AND ALL REQUIRED NOTARIZATIONS
- IF FURTHER SPACE IS REQUIRED, ATTACH ADDITIONAL SHEETS
- ATTACH ALL REQUIRED SUPPLEMENTAL DOCUMENTS TO APPLICATION
- FORMS MAY BE DUPLICATED IF ADDITIONAL COPIES ARE REQUIRED
- ENCLOSE APPLICATION FEE OF \$100.00.

1. Check ONE space only to indicate the type of license or certificate for which you are applying. Each category of license or certificate requires a separate application.

\_\_\_\_\_ LICENSED RESIDENTIAL APPRAISER  
\_\_\_\_\_ CERTIFIED RESIDENTIAL APPRAISER  
\_\_\_\_\_ CERTIFIED GENERAL APPRAISER  
\_\_\_\_\_ NON-RESIDENT LICENSED RESIDENTIAL APPRAISER  
\_\_\_\_\_ NON-RESIDENT CERTIFIED RESIDENTIAL APPRAISER  
\_\_\_\_\_ NON-RESIDENT CERTIFIED GENERAL APPRAISER

2. Full Name \_\_\_\_\_  
(First) (Middle Name) (Last)

3. Residence Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

4. Mailing Address: \_\_\_\_\_  
(PO Box) (Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

5. Name and Address of Principal Business \_\_\_\_\_  
\_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip Code)
6. Other addresses at which you currently prepare appraisal reports: \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip Code)
7. Legal Resident of \_\_\_\_\_  
(State)
8. Date of Birth \_\_\_\_\_
9. Telephone (Business) \_\_\_\_\_  
(Residence) \_\_\_\_\_
10. SS # \_\_\_\_\_
11. Indicate below if you have ever been licensed or certified as a real estate appraiser:
- | State | Lic/Cert No. | From (Mo/Yr) to (No/Yr) |
|-------|--------------|-------------------------|
| _____ | _____        | _____                   |
| _____ | _____        | _____                   |
| _____ | _____        | _____                   |
12. Have you ever been know by any other name? Yes \_\_\_\_ No \_\_\_\_  
If yes, list in full each name used and applicable dates:  
\_\_\_\_\_  
\_\_\_\_\_
13. Have you ever had an appraiser license or certificate refused, revoked or suspended, or have you ever been otherwise disciplined for real estate appraiser activity in this or any other state? Yes \_\_\_\_ No \_\_\_\_
14. Have you ever been convicted of a misdemeanor or felony involving dishonest, forgery, fraud, misrepresentation or similar offense? Yes \_\_\_\_ No \_\_\_\_

15. Have you ever previously applied for a real estate appraiser license or certificate in the State of New Hampshire? Yes \_\_\_\_\_ No \_\_\_\_\_

IF YOU HAVE ANSWERED "YES" TO QUESTION #13, #14 OR #15 ABOVE, ATTACH ADDITIONAL SHEETS AND PROVIDE FULL DETAILS.

16. APPRAISAL COURSES COMPLETED FOR PRE-EXAM CREDIT:

- (A) You must attach written documentation issued by the course provider, such as an official transcript, that a passing grade was achieved.
- (B) There is no time limit regarding when qualifying education credit must have been obtained.
- (C) Prior to July 1, 1990, credit for courses may be obtained without attending classes, PROVIDED that a passing score was achieved on the challenge examination. Proof of such credit must be issued by the course provider.
- (D) After July 1, 1990, proof of a passing grade and physical attendance must be submitted.
- (E) See list of approved appraisal courses.

Course Title	Course Provider	Dates	Hours/ Credits

17. Appraisal Experience

- (A) List all appraisal experience on the attached "List of Appraisal Assignments" form. (Duplicate forms as required)
- (b) Using the following code, indicate on the "List of Appraisal Assignments Form: those reports for which credit is sought as review or cosigner of the report (see example below):
  - (r) Reviewer
  - (c) Cosigner
- (C) List residential and commercial appraisals on separate sheets.

(D) Following is an example of a completed "Appraisal Assignment Form":

File #	Date Report	Address of Subject	Appraisal Type	Est. Value	Credit Hours ClientReq.
1. 25	10/25/85	Keene, NH	Res.	\$120,000	CCSB 12
2. 38	12/17/86	Derry, NH	2-4 Fam.	\$180,000	NH Bank 3R
3. 346	07/15/87	Bow, NH	Res.	\$165,000	1 <sup>st</sup> NH 12
4. 55	05/16/87	Meredith, NH	Lg. Land	\$240,000	Jones 12C
5. 620	09/15/88	Concord, NH	2-4 Fam.	\$200,000	BankEast16

18. I understand that this application is of a continuing nature and that I must give correctly and fully the information herein sought. I will therefore, prior to the time such license or certificate is issued, notify the New Hampshire Board of Real Estate Appraisers of any change in respect to any matter on which information is herein sought, as to any facts hereafter developed, as to any subsequent incident which may have any bearing upon any information herein sought.

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

19. I hereby pledge that I will comply with the standards and ethics set forth in RSA 310-B, and further state that I understand the types of misconduct for which disciplinary proceedings may be initiated against me as set forth in RSA 310-B.

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

20. State of \_\_\_\_\_) SS.

County of \_\_\_\_\_)

On this the \_\_\_\_\_ date of \_\_\_\_\_ 20\_\_\_\_\_, before me, the undersigned officer, personally appeared

\_\_\_\_\_, to me personally known to be (or satisfactorily proven to be) the person whose name is affixed to the attached application, and made oath/affirmed that the statements therein contained are true to the best of his/her knowledge and belief.

\_\_\_\_\_  
**Notary Public/Justice of the Peace**

My Commission Expires \_\_\_\_\_